



Checklist for Organising a Fundraising Event

Have you got a venue?

Do you have a date in mind for the event?

Does the event date clash with any other major events in the area?

What time is the event?

Is the booking for the venue confirmed?

Who is in charge of organising the event?

Do you have enough support for the event?

Have you got enough time to promote the event, sell tickets etc?

Do you need help producing posters and tickets?

Do you need any entertainment licences?

Is there enough parking?

Have you thought about health and safety regulations, insurance etc?

Have you confirmed any entertainment?

Have you arranged any press involvement?